

# Grace. A



## E-mail :

[gracearuljeyaraj@gmail.com](mailto:gracearuljeyaraj@gmail.com)

## Contact:

+91 9600310081

## Personal Details:

**DOB** 29<sup>th</sup> May 2000  
**Age** 22 years  
**Gender** Female  
**Nationality** Indian  
**Religion** Christian  
**Marital Status** Single

## Permanent Address:

**D/o. G Arul Jeya Raj,**  
2/655, Rainbow Nagar,  
Murugabhavanam,  
Palani Road, Dindigul 624 001.

## Technical Skills:

- Auto CAD
- Solid Works
- Minitab
- Basic Knowledge in SAP

## OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## WORK EXPERIENCE:

**Designation : Graduate Apprentice Trainee**

**Desk : HR – Skill Development Centre & Axle Assembly**

**Organization : Ashok Leyland Unit 2, Hosur (Deming Awarded Unit)**

**Period : 25<sup>th</sup> November'2021 – 24<sup>th</sup> November'2022**

**Designation : Service Scholar**

**Project : Sponsorship Program, KANSAS – USA.**

**Organization : CFCA – UNBOUND, Trichy Project, Dindigul.**

**Period : June – 2017 to January – 2021 (Part Time)**

## CORE AREAS:

- Training & Development
- Production
- Designing

## EDUCATIONAL QUALIFICATIONS:

**Course : BE in Mechanical Engineering – 2017 to 2021 with 7.7 CGPA**

**Place : SSM Institute of Engineering and Technology, Dindigul.**

**Course : HSC – 2016 to 2017 with 85.08%**

**Place : St. Francis Xavier Higher Secondary School, Dindigul.**

**Course : SSLC – 2014 to 2015 with 97.4%**

**Place : St. Francis Xavier Higher Secondary School, Dindigul.**

## PROJECTS:

- **Basic Problem Solving:**  
Straight pass improvement in Rear Axle assembly line
- **Advanced Problem Solving:**  
RPD increases of DTLA model axle in Rear line assembly



## **ROLES & RESPONSIBILITIES:**

### **Training & Development:**

- ✓ Experience in conducting class room training and hands-on training for NPAs, Internship students and Contract Workman
- ✓ Prepared Weekly and Monthly report, Documenting and Recording
- ✓ Prepared and Developed Training Modules, OPL, SOP and WIS
- ✓ Training assessment, OJT records and Evaluation methods to measure individual's performance and program effectiveness
- ✓ Updating monthly KPIs

### **Production:**

- ✓ Man power planning and handling, work allotment report
- ✓ Monitoring safety conditions (Near miss, unsafe conditions and HIRA points identification), PPE adherence report, CAPA report, Machine safety check sheet
- ✓ DPR, Service Level, Volume Adherence, OLE
- ✓ MET report, Loss analysis, Customer complaint and need analysis
- ✓ Torque wrench calibration and calibrating record maintenance
- ✓ ISN, RMN, RR area monitoring and 5S maintenance
- ✓ CII & IATF – 16949 Audit documents preparation
- ✓ Monitoring Process objective costs details
- ✓ Regular health audit for washing machines & pH monitoring
- ✓ Basic knowledge in TPM
- ✓ Knowledge in problem solving techniques PDCA, DMAIC, Cause and Effect analysis, 5 Why method, FMEA, JDI, BPS, APS, Kaizen, Poka Yoke, Gemba related activities
- ✓ DM Self Audit related to Safety, Quality, Cost, Productivity and People



## **COMPUTER PROFICIENCY:**

- MS Word, MS Excel and MS Power Point
- Google sheets
- Type writing (English – Higher)



## **AWARDS & ACHIEVEMENTS:**

- Achieved JDI Champion in the year of FY22 for completing 100 JDIs within a month
- Developed 5 Sense training practices for Non – Permanent Associates
- Straight pass improvement in production line through training

**Date :**

**Place :**

**(GRACE.A)**